

**EAST COVENTRY TOWNSHIP**

**BOARD OF SUPERVISORS**

**CHESTER COUNTY, COMMONWEALTH OF PENNSYLVANIA**

**RESOLUTION NO. 2013 -12**

**A RESOLUTION TO AMEND THE EAST COVENTRY TOWNSHIP EMPLOYEE POLICY MANUAL IN ORDER TO DELETE THE REQUIREMENT THAT PERSONAL DAYS MUST BE TAKEN IN MINIMUM INCREMENTS OF FOUR (4) HOURS; TO DELETE THE REQUIREMENT THAT VACATION MUST BE TAKEN IN MINIMUM INCREMENTS OF FOUR (4) HOURS AND TO CLARIFY THAT NON-EXEMPT FULL-TIME EMPLOYEES ARE PERMITTED TWO (2) PAID FIFTEEN (15) MINUTE BREAKS DURING WHICH NO TIME IS DEDUCTED.**

**WHEREAS**, at its meeting on August 13, 2012, the Board of Supervisors of East Coventry Township authorized amendments to the East Coventry Township Employee Policy Manual to remove the requirement that vacation and personal time be taken in minimum increments of four (4) hours and to allow such time to be taken at any increment of time as needed ; and

**WHEREAS**, the Board of Supervisors of East Coventry Township desires to memorialize its previous action in a Resolution and to authorize the specific language to be deleted and added to the Employee Policy Manual in order to effectuate the intent of the August 13, 2012 motion of the Board of Supervisors; and

**WHEREAS**, the Board of Supervisors of East Coventry Township further desire to amend the Employee Policy Manual to clarify that non-exempt employees are entitled to two (2) fifteen (15) minute breaks per day where no time is deducted for the aforesaid breaks.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** as follows:

1. The following language shall be removed from the last paragraph of the section entitled "Personal Days" on page V-3 of the East Coventry Township Employee Policy Manual: "Personal day(s) must be taken in minimum increments of four (4) hours." In place of the deleted language, the following language shall be inserted: "Personal days may be taken in any increment of time approved by the employee's department head."

2. The following language shall be removed from the section entitled "Vacation" on page V-4 of the East Coventry Township Employee Policy Manual: "Vacation must be taken in minimum increments of four (4) hours." In place of the deleted language, the following language shall be inserted: "Vacation may be taken in any increment of time approved by the employee's department head."

3. The section on page III-16 of the East Coventry Township Employee Policy Manual entitled "Lunch Break" shall be changed to "Lunch and Breaks." A new paragraph shall be added to this section as follows: "Non-exempt full-time employees shall receive two (2) paid fifteen (15) minute breaks during a normal work shift. No time shall be deducted for these breaks."

4. The Township Manager is authorized to amend the East Coventry Township Employee Policy Manual to incorporate the language set forth above and to inform all Township Employees of the amendments.

5. The aforesaid amendments set forth above shall take effect immediately even prior to language being revised in the East Coventry Township Employee Policy Manual.

**APPROVED** this 8th day of April, 2013 by the Board of Supervisors of East Coventry Township.

**EAST COVENTRY TOWNSHIP**

By: Ray A. Kolb  
Ray A. Kolb, Chairman

Attest: Bernard A. Rodgers  
Bernard A. Rodgers, Secretary